

**DHR Contact Information**

1313 Sherman St.
Denver, CO. 80203
303-866-2393

<http://www.colorado.gov/dpa/dhr/>

The following is a brief description of the sections serving agencies and a listing of staff, including primary contacts for key major functions.

DIVISION DIRECTOR'S OFFICE

Provide strategic planning and leadership of statewide human resources programs and systems.

Guy Mellor 303-866-2105. Division Director.

Tom Montoya 303-866-2014. Deputy Division Director, internal operations, manager of Risk Management and HR Analytics units.

Paula Manzanares 303-866-4066. Director's Assistant.

Risk Management Unit

Train, consult, and manage the State's self-insured liability, worker's compensation, property insurance, and loss control programs, except for the University of Colorado system, Colorado State University at Fort Collins, and the University of Northern Colorado. Contact 303-866-3848 or toll free 1-800-268-8092.

Markie Davis 303-866-4277. Program Supervisor.

Peggy Brady 303-866-3474. Maintain data and reports in the Risk Management Information System.

Brenda Hardwick 303-866-4292. Safety and Loss control; indoor air quality and environmental health; ergonomic evaluation; training.

Moira Ivey 303-866-4987. Claims intake and unit support.

Suzanne Kubec 303-866-4290. State property insurance liability claims administration and tracking, and insurance consulting.

Nick Witkowski 303-866-4971. Safety and Loss control; indoor air quality and environmental health; ergonomic evaluation; training.

HR Analytics Unit

Support to DHR's programs through data management and analyses, conduct general statewide surveys and produce division-wide reports.

Sue Huang 303-866-4219. Program Lead, implementation of metrics, Annual Workforce Demographics Report, workforce surveys and assessments.

Jennifer Vendetti 303-866-2374. Risk management analyst, Annual HR Activities Survey.

WORKFORCE PLANNING AND DEVELOPMENT SECTION

Create, maintain, and enhance workforce planning and assessment of HR effectiveness, recruitment and selection, performance management policies, and training.

Tom Montoya is Acting Section Manager.

Rebecca Fisk 303-866-2439. Training registration; section support.

Professional Development Center

Design effective, interactive learning opportunities to help state employees grow professionally and excel in their work environment.

Jerry Wittmer 303-866-4265. Program Lead.

Consulting Services Unit

Review statewide human resource program management and assist departments in eliminating problems, improving operations and performance, and identifying and implementing "model policies and practices;" maintain delegation agreements, provide professional job evaluation and selection activities for centralized agencies; create, maintain and enhance the selection and performance management systems; provide information on I-9 requirements and veteran's rights and preference related to selection and layoff. Lead rules interpretations for organization (Chapter 1), employment (selection) and status (Chapter 4), performance management (Chapter 6), separation (Chapter 7) and disputes to the Director (Chapter 8).

Jennifer Clayman 303 866-4248. Program Supervisor, HR audits, program review and oversight; delegation agreements; model policies and practices; selection system consultation and training; SPCP program design and administration; minimum qualification exception approvals; written objective and department purchased exams; rules consultation for dispute resolutions (Chapter 8).

Kurt Beerline 303-866-2409. Performance management training; written objective test development and consultation; SPCP administration; minimum qualifications consultation and exceptions; rules interpretation for organization (Chapter 1).

Joel Ferguson 303-866-2133. Veteran's rights and preference (selection and layoff); immigration (I-9); background checks; minimum qualifications consultation; SPCP workshops information and SPCP mentor; selection issues and systems consultation, rules interpretation and consultation for employment (selection) and status (Chapter 4); HR audits; consultation for separation (Chapter 7).

Charlene Wisher 303-866-2171. Rulemaking processing, process disputes and appeals to the State Personnel Direction, distribute tests to agencies, unit support.

TOTAL COMPENSATION SECTION

Create, maintain, and enhance an integrated and strategic total compensation program that is flexible and competitive.

Karen Fassler 303-866-4246. Section Manager.

Compensation Unit

Create, maintain and enhance the job evaluation system and compensation and leave policies, conduct the annual compensation survey, review and approve personal services contracts, coordinate FMLA and FLSA compliance, and work-life program. Lead rules interpretation for job

evaluation (Chapter 2), compensation (Chapter 3), leave (Chapter 5), and personal services contracts (Chapter 10).

Travis Engelhardt 303-866-4252. Program Supervisor; Enforcement & Protective Services (EPS-A), Labor Trades and Crafts (LTC-D) and Temporary Aide (P) occupational groups; class conversion database; achievement/performance pay; and TCAC administration.

Kirsten Jahn-Elfton 303-866-4231. Compensation Specialist; Professional Services (PS-H), and Physical Science/Engineering (PSE-I) occupational groups; Personal Services Contracts Program Coordinator; Personal Services Contracts PCP training lead; Job Evaluation PCP training lead; rules interpretation for job evaluation (Chapter 2) and personal services contracts (Chapter 10).

Joann Nelson 303-866-4250. Compensation Specialist; Health Care Services (HCS-C) and Administrative Support and Related (ASR-G) occupational groups; rules interpretation for compensation (Chapter 3); pay practices; department commission plans; incentive and recognition programs; Statewide Work-Life Coordinator, including Employee Discount Program coordination.

Kristi Rudy 303-866-4236. Compensation Specialist; Senior Executive Service (SES); annual compensation survey coordinator; annual compensation plan; third-party surveys; and total compensation calculator, summary, and timeline.

Carmen Schrimpscher 303-866-2391. Total Compensation Technician.

Joi Simpson 303-866-5496. Compensation and Training Specialist; rules interpretation for leave (Chapter 5); Statewide FLSA, FMLA, and Leave Coordinator (including leave-related portions of USERRA); Personal Services Contracts backup; and temporary employees.

Employee Benefits Unit

Negotiate and manage medical, life, dental, prescription, disability benefits plans, and flexible spending accounts. Lead rules interpretation for benefits (Chapter 11) and HIPPA compliance.

Vinita Biddle 303-866-3477. Strategist coordinating benefit initiatives and plans; contract manager for flexible spending accounts administrator, rules interpretation for benefits (Chapter 11).

Jeff Isham 303-866-2365. Contract manager for dental, life, and disability plans; life insurance claims processing.

Judy Kohler 303-866-3444. Contract manager for medical plans.

Paula Manzanares 303-866-4066. Written complaint research and response; eligibility and enrollment technician; customer service; Medicare data research.

Anne Marcovecchio 303-866-2576. Contract manager for benefits administration system and COBRA administration TPA; eligibility and enrollment specialist.

Vince Plymell 303-866-3892. Benefits communications and education; HIPAA compliance.